

**West Chester University  
Budget and Financial Planning Office  
Position Budget Management (PBM) Confidentiality Agreement**

**Section 1 – Employee User Agreement**

This agreement is made between the West Chester University Budget and Financial Planning Office (WCU-BFP) and Employee.

Position Budget Management (PBM) allows users to have access to WCU-BFP confidential personnel and budget related data received via broadcast reports.

Accordingly, to protect the confidential information that will be disclosed during employment, the Employee agrees to the following:

1. Employee will hold confidential personnel information received from WCU-BFP in strict confidence and will exercise a reasonable degree of care to prevent unauthorized disclosure.
2. Employee will not distribute or share the personnel information to others unless first authorized to do so in writing by completing this agreement.
3. Employee will access, use, discuss, release, and disclose this data only when it is dictated to perform his/her job duties.
4. WCU-BFP reserves the right to request disciplinary action for violations of this agreement.
5. When Employee no longer requires the PBM Personnel Reports, Employee is to notify WCU-BFP to end the report distribution broadcast.

**Section 2 – Employee Signature**

Signing below indicates the Employee agrees to the terms and conditions of the agreement in Section 1.

Employee Name	Division	SAP Fund Center(s) or Department

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**AVP/Dean Signature**

\_\_\_\_\_  
**Date**

**Section 3 - Vice-President Approval**

As Vice-President to the Division of the Employee in Section 2, your signature authorizes the Employee to be given access to confidential personnel reports via the Position Budget Management (PBM) system.

\_\_\_\_\_  
**Vice-President Signature**

\_\_\_\_\_  
**Date**

**Routing**

Scan and email completed form to [budoff@wcupa.edu](mailto:budoff@wcupa.edu).